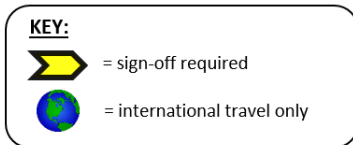
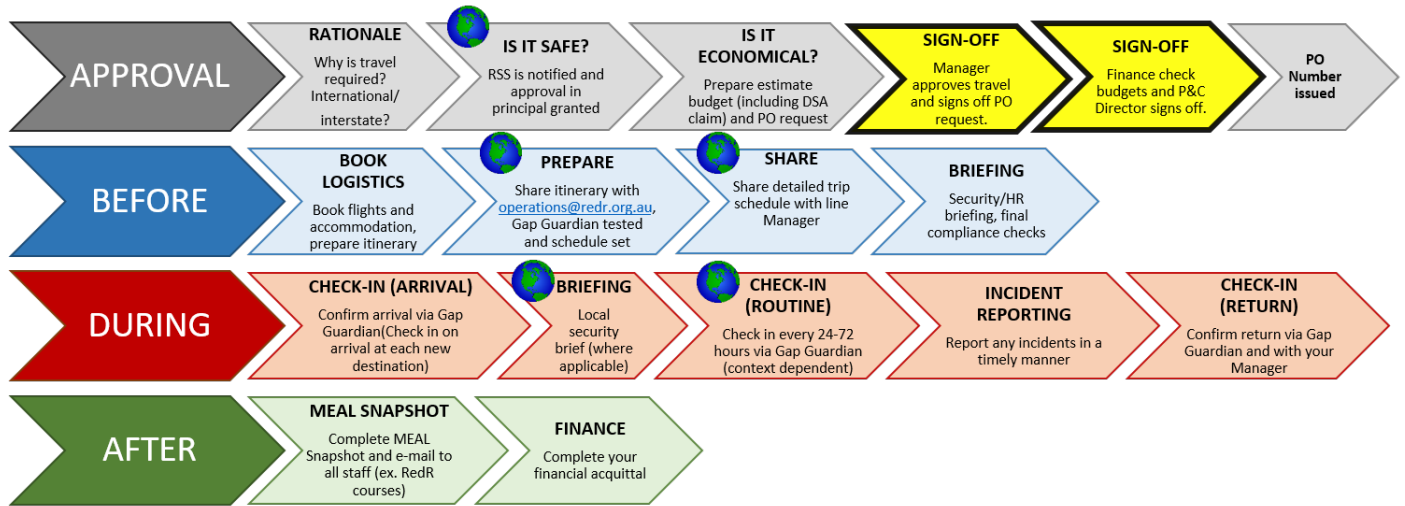


Travel Process for RedR Australia Staff



Approval

1. Discuss rationale and purpose of travel with line-manager. If you intend to be accompanied by a family member or friend throughout any portion of the travel this needs to be discussed with your line manager.
2. (International Only) Email operations@redr.org.au to receive travel approval from Risk and Security.
3. Email Corporate Travel (see notes section for details) or local travel supplier for a quote for your travel. Where at all possible, Corporate Travel must be used for accountability. Where not possible, an email from Corporate Travel should be requested confirming they cannot provide the required service. Where a notable saving would be made by using an open source travel provider (direct to airline, expedia etc), this can be discussed with your Director.
4. Complete a [Travel Approval Form](#) upon receipt of your quote from Corporate Travel include Per Diem/DSA calculations (on the second tab of the form)
5. Provide your completed Travel Approval Form to your Line Manager for approval (Line Manager to sign form or approve by email).
6. Email finance@redr.org.au and cc HR director rgreen@redr.org.au to request a purchase order (PO) number for your travel. (Note: please attached approved Travel Approval Form, Per Diem calculations and [Trip Schedule/Content](#)).
7. Use PO number to lock in your bookings with Corporate Travel and receive your travel itinerary.

8. Log your Per Diem claim in the Hub with attached travel itinerary. Please do this just a week before your flight as flight changes are common during Covid and will affect the Per Diem.

Before you fly

1. If taking annual leave while on the trip or stay extra for the weekend, please get manager approval and Per Diem, Accomms are needed to be excluded for that period.
2. (International Only) Email operations@redr.org.au to schedule a security briefing and to set up Gap Guardian schedule.
3. (International Only) Email travel itinerary from travel agent to operations@redr.org.au. This is to track your location in an emergency.
4. (International Only) Book your pre-departure medical (as necessary), advise HR of your booking and request a PO number from Finance to make booking with our usual clinic (TMVC).
5. Register yourself for [Smart Traveler updates](#) for your destination country.

During your trip

1. Check in on arrival via Gap Guardian. If your journey is multi-destination, check in on arrival at each new city. Message your line-manager to let them know you have arrived.
2. (International Only) Get a local security briefing if relevant and available.
3. (International Only) Check in as prompted by Gap Guardian.
4. Report any incidents to line manager, RSS or Duty Officer as required.
5. Check in on return via Gap Guardian. Message your line-manager to let them know you have safely returned.

After you return

1. Complete [MEAL Snapshot](#) and email to all staff within two weeks of return.
2. Log your travel expense claim e.g. Taxi, visa... in the Hub within two weeks of return (with relevant receipts attached on the Hub).

Further Notes:

- Please advise Finance and cc HR of any cancellations, early return, or changes to your itinerary/trip schedule which affect the Per Diem, travel costs.
- Finance to audit compliance with ATO regarding Per Diem rate, travel expenses. HR to audit working trip schedule as necessary.
- Airport transfers, visa fees, and taxes for work are reimbursable separately from Per Diem. These expenses can be claimed via the Hub upon return or paid for via work credit card.
- RedR Australia's Corporate Traveller contact: **Arna Bergen**
 - arna.bergen@corporatetraveller.com.au
 - +61 385 351 530

Related Documents:

- Travel Approval Form: <S:\RedR Common\.2 Forms\200 Finance\Travel Approval Form.xlsx>
- ATO Guide: S:\RedR Common\.2 Forms\200 Finance\td2021-006 or <https://www.ato.gov.au/law/view/pdf/pbr/td2021-006.pdf>
- Trip Schedule/Content example: <S:\RedR Common\.2 Forms\200 Finance\Trip Schedule example.docx>
- MEAL Snapshot: [S:\Universal\MEAL\MEAL Snapshots\MEAL Snapshot - Staff Travel \(TEMPLATE\).docx](S:\Universal\MEAL\MEAL Snapshots\MEAL Snapshot - Staff Travel (TEMPLATE).docx)